



Department of Education and Training
Government of Western Australia
151 Royal Street, EAST PERTH WA 6004

Screening Enquiries:
Screening@det.wa.edu.au
08 9264 4391

NATIONAL CRIMINAL HISTORY RECORD CHECK INFORMATION

Western Australian Education and Training Sector

Fee – Please note that a cheque or money order for \$33 made out to the “Department of Education and Training” must be enclosed with this application (\$10 for volunteers).

General

The Department of Education and Training conducts criminal history record checks as part of the process of assessing the suitability of applicants to work or provide services to the Education and Training Sector. Employees may also be subject to criminal record checks.

A criminal history record check cannot be done without your consent. To enable the Department to conduct this check, please complete the attached *Consent to Obtain Personal Information Form* (Pages 1 and 2).

The consent form involves the provision by you of certain identifying information that will assist the Department to conduct the criminal record check. It also requires that you provide information as to the existence of any criminal convictions or findings of guilt before a court, subject to certain exceptions that are discussed below. If it is subsequently discovered that you have provided false or misleading information on this form this may preclude employment in the Education and Training Sector, and in the case of Department employees may constitute a breach of discipline for which action may be taken by the Director General under part 5 of the [Public Sector Management Act 1994](#).

Restrictions on the Release of Criminal History Information

The Commonwealth, states and territories are each subject to different legislative requirements in relation to the release of criminal history information. In Western Australia, subject to certain exceptions, you are not required to disclose, and the Department is not entitled to receive, information in relation to Children’s Court convictions or convictions that have been spent.

The exception to this rule is that in accordance with the [Spent Convictions Act 1988 \(WA\)](#) when consenting to the Department’s criminal record check, you must disclose **all** Western Australian convictions that you have had spent, and the Department may receive this information.

Also, under [Section 85ZZH](#) (e) and (f) of the [Commonwealth Crimes Act 1914](#), the Department is entitled to have access to the details of “designated” Commonwealth offences that have been spent. These “Designated offences” relate to any sexual offence, or any other offence where the victim was under the age of 18 years at the time. If you have a “designated” spent Commonwealth conviction, you must disclose it to the Department.

Spent Conviction legislation is complex. If you are unsure as to whether you are required to disclose a conviction, please contact the Department’s Screening Unit on 08 9264 4391 or alternatively, you may wish to seek your own independent legal advice. If you need advice about a spent conviction in another state, please contact directly that state’s police service.

Privacy

Criminal history information is very private and sensitive personal information. The Department stores this information securely and discloses it only to those persons authorised to assess your suitability. The information you provide in this form and any information received by the Department in the assessment process will not be used without your consent for any other purpose and will ordinarily only be disclosed to the persons and agencies identified in the form for that purpose, unless statutory obligations require otherwise e.g. subpoena, police warrant etc. For information see: [Privacy Act 1988 \(Cwth\)](#)

NATIONAL CRIMINAL HISTORY RECORD CHECK INFORMATION cntd.**Results of a Criminal History Record Check**

If you are found to have no convictions or findings of guilt before a court, you will be notified by the return of the consent form, endorsed to indicate your screening has been completed.

If you are found to have a conviction, finding of guilt before a court, pending court case or any other outstanding matter, this will be referred to the Department's Screening Committee for consideration. The existence of a conviction or finding of guilt before a court does not automatically preclude you from engagement in the Education and Training Sector. The Screening Committee considers all information in relation to your situation before coming to a conclusion as to your suitability. Criminal history information is destroyed once the Department has made an assessment, and in the case of refusal, once all appeal processes if any have been exhausted.

Volunteer Screening - \$10 Fee

Education and Training Sector volunteers who are required to obtain a criminal record check may use this form. A special fee of \$10 applies, however the principal of the school or agency concerned must complete the Volunteer Certification on Page 2 of the consent form.

Work Rights for applicants for employment

If you are not an Australian or New Zealand citizen, then you must provide evidence that you are entitled to work in Australia such as a copy of your entry visa, or other official document, in order to be employed. If you do not provide evidence of your work rights, the Department will seek confirmation of your status from immigration authorities.

100 POINT IDENTIFICATION

In order to verify your identity, you are required to provide photocopies of at least 100 points of identification using the points allocated in the boxes below. One item from the first box is compulsory. Only one item per box is allowed to make up your 100 points.

PRIMARY IDENTIFICATION (You must submit one item from this first box)

• Birth Certificate (extract, copy)	70 POINTS
• Current Passport/International Travel Document	70 POINTS
• Australian Citizenship Certificate	70 POINTS

SECONDARY IDENTIFICATION (Only one item per box is allowed to make up your 100 points.)

• Current Driver's Licence	• Tertiary student ID card	30 POINTS
• Current Security Licence	• Defense Force ID card	
• Public Service ID card		
• A recent signed reference of recommendation, verification of address and confirmation of 12 months association from an acceptable referee (eg Dr, Teacher, Clergy, Banker, Police etc)		20 POINTS
• Name Change Certificate		
• Defense Discharge papers		
• Marriage Certificate		
• Social Security benefits card		
• Trade Certificate/Licence		
• Medicare card	• Motor vehicle registration	10 POINTS
• Private Health card	• Recent Pay slip	
• Membership Card of Union, trade or professional body	• Electoral Enrolment card	
• Bank Card or Passbook	• Utility account (e.g. gas, water, rates notice, electricity)	
Remote Community Aboriginal People Only		100 POINTS
If the applicant does not have any of the identification documents listed in the first box above, then a written statement signed by two referees (e.g. Elders) is to be submitted, confirming identity and recommending the person named in the <i>Consent to Obtain Personal Information Form</i> .		



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Government of Western Australia
151 Royal Street EAST PERTH WA 6004

**NATIONAL CRIMINAL
HISTORY RECORD CHECK**

CONSENT TO OBTAIN PERSONAL INFORMATION FORM

WA EDUCATION & TRAINING SECTOR

Family Name _____ Given Names _____

Other Names _____
All other names by which I am, or ever have been known. (attach a separate sheet if necessary)

Date of Birth ____ / ____ / ____ Birth Town _____ Birth Country _____
(eg 29/04/1943) Day Month Year

Gender M F OTHER (Circle) Passport No. _____ Country _____

Position Sought _____
e.g. Teacher, Admin, Gardener, Teacher Aide, Volunteer; Cleaner, Home Carer, University Student etc

Workplace _____ ID No. _____
e.g. School name, District/Central Office, which TAFE College, University + Campus + Course

Driver's Lic. No. _____ State _____ Ph/Mob/ Email Contact: _____

DECLARATION BY APPLICANT

I declare that:

1. I have read and understood the information provided with this form, and I have provided accurate and complete information in response to each of the questions listed in this form. I understand that if I provide false, misleading, or incomplete information, employment or placement may be refused.
2. I consent to the Department forwarding details obtained from this form to the CrimTrac Agency and/or to Australian police services or other relevant law enforcement agencies;
3. I consent to the CrimTrac Agency making enquiries to Australian police services and those Australian police services extracting from their records details of criminal and/or traffic records relating to me pending before a Court and/or details of convictions or findings of guilt which have been recorded against me, including "spent" convictions disclosable by law, and forwarding relevant information to the CrimTrac Agency;
4. I consent to the CrimTrac Agency providing the relevant information to the Department, and if I am a teacher, for the Department to forward the relevant information concerning me to the Western Australian College of Teaching for the purpose of assisting to determine my application for registration as a teacher;
5. I acknowledge that any information provided by me on this consent form or by Australian police services as a result of the records check may be taken into account by the Department in assessing my suitability for continued employment or placement; and
6. I acknowledge that any information obtained as part of this process may be used by Australian police services for law enforcement purposes including the investigation of any outstanding criminal offences.

Signature _____ Date _____

Please print your postal return address below.

Name

Street

Town

Post Code



Department of Education and Training
 Government of Western Australia
 151 Royal Street EAST PERTH WA 6004

NATIONAL CRIMINAL HISTORY RECORD CHECK

CONSENT TO OBTAIN PERSONAL INFORMATION FORM (Continued)

Criminal history record information

Please answer carefully the following questions: (Circle **YES** or **NO**).

a Are you the subject of any criminal or traffic charges (not including parking infringements) that are still to be determined or finalised?

YES NO

(If you answered YES please attach details on separate sheet.)

b Do you have any adult convictions or findings of guilt in relation to any offence that are NOT protected by Commonwealth, state or territory spent convictions legislation or information release policies?

YES NO

(If you answered YES please attach details on separate sheet.)

c Have you ever been the subject of any investigation or disciplinary action relating to your good character, by a previous employer, where you were not fully exonerated by that employer, in respect of conduct relevant to assessing whether or not you are of good character and suitable for employment in the Education and Training Sector?

YES NO

(If you answered YES please attach details on separate sheet.)

Current and previous residential addresses over the last 10 years.

If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. Attach list if insufficient room.	If actual dates are unavailable, year of residence will suffice
CURRENT	Period of residence / / to now.
	/ / to / /
	/ / to / /
	/ / to / /

VOLUNTEER CERTIFICATION BY PRINCIPAL OF AGENCY

I, of
(Print Principal's name) (Print name of school / college / agency etc)
 certify that the applicant named in this form is a genuine **volunteer** who will be working in the Western Australian Education and Training sector with or near children.
Signature: **Date:**

Please post the completed form (Pages 1 and 2) to the Department's Screening Unit at the address below together with photocopies of your 100 point ID documents, any other information you have been asked by the form to attach, and the \$33 fee. **Do not enclose original documents.**



**Screening Unit
 Department of Education and Training
 Locked Bag 2
 EAST PERTH WA 6892**

\$33 FEE
(Volunteer Fee is \$10)
 Please enclose a cheque or money order made out to:
"Department of Education and Training"